



## MOBILE TELECOMMUNICATIONS LIMITED

<b>TITLE OF TENDER</b>	<b>SUPPLY, DELIVERY, INSTALLATION, TRAINING AND MAINTENANCE SUPPORT OF A COMPLETE UHD FLY-AWAY KIT FOR MTC</b>
<b>TENDER NO:</b>	<b>MTC43/18/O</b>
<b>DATE ISSUED:</b>	04 October 2018
<b>NON COMPULSORY BRIEFING MEETING</b>	12 <sup>th</sup> October 2018@ 10h00-11h10
<b>CLOSING DATE:</b>	19 <sup>th</sup> October 2018, 14h30
<b>TENDERER NAME</b>	
<b>TOTAL TENDER AMOUNT (EXCL. VAT)</b>	

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## PART A – TENDER INVITATION

### 1. INVITATION TO TENDER

MTC hereby invites offers:

<b>CLIENT:</b>	MOBILE TELECOMMUNICATIONS LIMITED (MTC)
<b>TENDER DESCRIPTION:</b>	<b>SUPPLY, DELIVERY, INSTALLATION, TRAINING AND MAINTENANCE SUPPORT OF A COMPLETE UHD FLY-AWAY KIT FOR MTC</b>
<b>TENDER NUMBER:</b>	MTC43/18/O
<b>CLOSING DATE</b>	19 <sup>th</sup> October 2018, 14:30
<b>ADDRESS TENDER TO:</b>	MTC Procurement, Manager Procurement
	Cnr Mose Tjitendero & Hamutenya Wanehepo Ndadi Street
	Olympia
	Windhoek, Namibia
<b>ALL INQUIRIES:</b>	Nghiidipaa Effaishe Manager Procurement Tel: +264 61 280 2019 Fax: +264 61 280 2057 Email: <a href="mailto:enghiidipaa@mtc.com.na">enghiidipaa@mtc.com.na</a>

### 2. TENDER FORMAT

1.1.1 Tender documents must be in a sealed package as follows:

1. One (1) original, clearly marked "ORIGINAL"
2. One (1) soft copy in email or CD

1.1.2 All documents must clearly be marked:

**MTC43/18/O- SUPPLY, DELIVERY, INSTALLATION, TRAINING AND AFTER SALES AND MAINTENANCE SUPPORT OF A COMPLETE UHD FLY-AWAY KIT TO MTC**

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**ALL TENDER DOCUMENTS MUST BE DEPOSITED INSIDE THE MTC TENDER BOX AT THE RECEPTION OF MTC HEAD OFFICES IN OLYMPIA, MOSE TJITENDERO AND HAMUTENYA WANAHEPO NDADI STREETS.**

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## PART B – GENERAL TERMS AND CONDITIONS

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### 1. TENDER CONDITIONS

#### 1.1 DEFINITIONS

- 1.1.1 In this Request for Proposal (Tender), unless the context clearly indicates the contrary, the following interpretation will apply to the terms stated below:

“MTC” shall mean Mobile Telecommunications Limited

“RFP” shall mean Request for Proposal (Tender)

- 1.1.2 This Request for Proposal is not a contract, and does not create an obligation on MTC’s part to purchase services from any company submitting a proposal. MTC reserves the right to reject any or all proposals in its sole and absolute discretion

#### 1.2 TENDER INVITATION

- 1.2.1 MTC hereby invites offers from all relevant quantified companies to submit detailed technical and financial proposals for the SUPPLY, DELIVERY, INSTALLATION, TRAINING AND MAINTENANCE SUPPORT OF A COMPLETE UHD FLY-AWAY KIT FOR MTC.
- 1.2.2 Appendix A – BEE Scorecard [This scorecard in not to be filled out, but to show the various elements that the company should be accredited by the Namibia Preferential Procurement Council (NPPC)]. The tenderer is required to approach the Namibia Preferential Procurement Council (NPPC), Telephone # 061 248 007 for accreditation and attach their accreditation certificate to the tender response.
- 1.2.3 Appendix B – Non Disclosure Agreement

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### 1.3 GENERAL TENDER CONDITIONS

- 1.3.1 All tender documents must be submitted before or on the closing date and time as indicated on the cover page, should be returned and deposited in the tender box at the entrance of MTC Headquarters, Olympia No late tenders will be considered
- 1.3.2 Every tender document page must be initialed
- 1.3.3 MTC is neither bound to accept the lowest of any Tender nor to assign any reason for acceptance or rejection of such Tender
- 1.3.4 MTC reserves the right to change these dates and any other dates that may appear in this RFP. Such changes will be communicated as soon as they are made.
- 1.3.5 Notifications to companies will be in writing to the designated liaison person nominated by the firm.
- 1.3.6 From the submissions an evaluation will be performed highlighting a short list
- 1.3.7 If deemed necessary, negotiations may be entered into with the short listed candidates.
- 1.3.8 Companies that wish to tender should examine this RFP carefully and review all instructions contained herein. Companies should follow the instructions so that MTC can easily evaluate and compare all proposals received.
- 1.3.9 All prices must be in NAD and exclusive of all taxes
- 1.3.10 MTC in its sole and absolute discretion reserves the right to:
- Reject any or all proposals, whether or not these instructions are followed
  - Reject any submissions not complying with the specified format
  - Award the contract based solely on a proposal received without entering into any further discussions.
  - Short list candidates
  - Not base the final decision solely on price.
- 1.3.11 No correspondence will be entered into should MTC decide to reject any proposals or to withdraw the RFP.
- 1.3.12 Each response must include a detailed discussion of each of the items below. Should responses not use the same heading and follow the same numbering as the RFP. MTC may automatically disqualify the company from the tender process.
- 1.3.13 BEE Scorecard (Appendix A). The tenderer is required to approach the Namibia Preferential Procurement Council (NPPC), Telephone # 061 248 007 for accreditation and attach their

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- accreditation certificate to the tender response. Tenders without this certificate maybe disqualified.
- 1.3.14 Additionally, or alternatively, the tenderer must provide certified copies of share certificates to prove their BEE shareholding credentials
- 1.3.15 The tenderer must submit the following document:
- 1.3.16 A certified copy of a valid Certificate of good standing for Tender purposes, issued by the Ministry of Finance: Inland Revenue.
- 1.3.17 A certified copy of a valid Affirmative action compliance certificate (Issued in terms of section 42 of the Affirmative Action Act (employment) Act 29 of 1998, as amended; or Letter from the employment Equity Commission (Letter should be on letter head, stamped and signed by the EEC).
- 1.3.18 A certified copy of Certificate of good standing with the Social Security Commission.
- 1.3.19 A certified copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding statement or any other Company Registration Certificate.
- 1.3.20 A certified copy of a valid Certificate of Registration as an SME, issued by the Ministry of Industrialization, Trade and SME development.
- 1.3.21 Original letter from the bank confirming the bank details (letter should be on letter head, stamped and signed by the bank official)
- 1.3.22 A valid BEE certificate issued by government BEE endorsed agency such a NPPC.
- 1.3.23 The shareholding structures and certificates of the main tenderer as well as of those of any company to be used to fulfil this tender either in partnership or subcontractor basis.
- 1.3.24 Should a non-Namibian company respond to this tender, and such a company shall make use of a Namibian company to fulfil the tender, then the Namibian company's shareholding certificates must be submitted as well as the portion of the tender to be allocated to the Namibian company.
- 1.3.25 Non-Disclosure Agreement (Appendix B). Each potential tenderer picking this tender document must sign the non-disclosure agreement with regard to the information contained herein or

- any other information exchanged between MTC and the potential tenderer with respect to this tender.
- 1.3.26 MTC will make its decision based on the quality of the information contained in the proposal and no opportunity will exist for any company to enhance such information after closing date and time of the tender.
- 1.3.27 It is important to clearly note down any assumptions made in the proposal so that each proposal may be evaluated fairly against all other submissions.
- 1.3.28 This RFP outlines the requirements of MTC and the process to be followed by the prospective Tenderers in submitting a response.
- 1.3.29 Companies should provide a list of previous or current clients they served with similar projects. MTC reserves the right to contact any clients referenced
- 1.3.30 MTC reserves the right to exclude certain persons and legal entities in the event of poor performance; the tender offering or attempting to offer any bribe, promised a bribe, or any

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- other consideration to any MTC employee involved with this tender or the tenderer has acted fraudulently and or in bad faith.
- 1.3.31 Any restriction imposed upon any such tenderer shall also apply to any other enterprise under the same or different name with which the person, firm or company is actively associated.
- 1.3.32 MTC in its sole and absolute discretion reserves the right to:
- 1.3.33 Reject any or all proposals, whether or not these instructions are followed
- 1.3.34 Reject any submissions not complying with the specified format
- 1.3.35 Award the contract based solely on a proposal received without entering into any further discussions.
- 1.3.36 Short list candidates
- 1.3.37 Not base the final decision solely on price.
- 1.3.38 No correspondence will be entered into should MTC decide to reject any proposals or to withdraw the RFP.
- 1.3.39 Each response must include a detailed discussion of each of the items below. Should responses not use the same heading and follow the same numbering as the RFP. MTC may automatically disqualify the company from the tender process.
- 1.3.40 MTC will make its decision based on the quality of the information contained in the proposal and no opportunity will exist for any company to enhance such information after closing date and time of the tender.
- 1.3.41 It is important to clearly note down any assumptions made in the proposal so that each proposal may be evaluated fairly against all other submissions.
- 1.3.42 This RFP outlines the requirements of MTC and the process to be followed by the prospective Tenderers in submitting a response.
- 1.3.43 Companies should provide a list of previous or current clients they served with similar projects. MTC reserves the right to contact any clients referenced
- 1.3.44 MTC reserves the right to exclude certain persons and legal entities in the event of poor performance; the tender offering or attempting to offer any bribe, promised a bribe, or any other consideration to any MTC employee involved with this tender or the tenderer has acted fraudulently and or in bad faith.
- 1.3.45 Any restriction imposed upon any such tenderer shall also apply to any other enterprise under the same or different name with which the person, firm or company is actively associated.
- 1.3.46 MTC may accept any tender in part or wholly with no obligation to explanation whatsoever.



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## 1.4 GENERAL EVALUATION CRITERIA

1.4.1 Proposals will be evaluated by MTC using criteria in the RFP and as per the relevant questions asked. These categories are not necessarily listed in order of importance:

- Price competitiveness, including any price discount provided in the proposal.
- Project completion schedules and lead times proposed.
- Warrantee conditions and handling of claims.
- Availability of references from other customers and reputation of tenderer.
- Availability of infrastructure for after sales support, both local and international
- Compliance with local and international standards.
- Certification and accreditations
- Value added to MTC

1.4.2 The financial condition and trading record of the tenderer (Company profile, Latest financial statements of tenderer etc)

1.4.3 Tenderer degree of conformance to the Black Economic Empowerment Policy (A certificate from NPPC should be submitted to prove the BEE credential)

- Alternatively, shareholder names and certificates must be attached.
- Small and medium enterprises (SME's) must submit their SME certificates issued by the Ministry of Trade and Industry.

1.4.4 The tenderer shall ensure that sufficient supporting documentation and information is supplied in his proposal to enable MTC to evaluate the proposal in respect of each of the abovementioned criteria.

1.4.5 As per the Communications Regulatory Authority of Namibia: Regulations in respect of Type approval and Technical Standards for Telecommunications Equipment, gazetted in the Government Gazette # 5659, General Notice # 22, the tenderer supplying equipment subjected to this regulation must ensure that all documentations required are obtained from the Regulator before importation. Failure to do so may lead to equipment being confiscated by Customs at the supplier's risk, and MTC hereby distances itself from any confiscated equipment.

## 1.5 SUMMARY OF DEADLINES

ACTION	DUE DATE
Tender documents availability	04 October 2018
Non-compulsory briefing meeting	12 <sup>th</sup> October 2018@ 10h00-11h00
Submissions of questions	15 <sup>th</sup> October 2018
MTC response to questions	16 <sup>th</sup> October 2018
Tender closing date	19 <sup>th</sup> October 2018, 14:30

## 1.6 QUESTIONS & ANSWERS

- 1.6.1 If required, companies may submit questions via email to the following e-mail address: [tenders@mtc.com.na](mailto:tenders@mtc.com.na) on or before 15 October 2018.
- 1.6.2 All questions and answers thereto will be uploaded on the website by the 16<sup>th</sup> October 2018.
- 1.6.3 Communication between MTC and prospective companies, for the duration of this RFP, must only be through Ms E. Nghiidipaa @ 061 280 2019 or [enghiidipaa@mtc.com.na](mailto:enghiidipaa@mtc.com.na). No direct communication or contact with any other party at MTC is permissible. Any such breach may disqualify the company.

## 1.7 TENDERER'S DESIGNATED LIASON

- 1.7.1 Companies must select a single designated contact person, through whom all communications between MTC and the company will take place:

Contact Name	
Designation	
Telephone	
Fax	
Email	
Signature	

## 1.8 REFERENCE LIST

Item	Company Name	Contact Person	Contact Details	Year of Service
1				
2				
3				
4				
5				

## 1.9 SUCCESSFUL TENDERER'S PERFORMANCE MANAGEMENT

1.9.1 The successful tenderer/s are subjected to annual performance reviews to be completed by the respective MTC representative or Procurement Officer responsible for the purchase. The review will be done at intervals to be decided upon by the Procurement department.

1.9.2 The performance reviews will amongst others cover the following issues:

- **RELIABILITY:** How reliably do you follow through on your commitments to MTC?
- **COST:** How closely did your final total costs correspond to your expectations at the beginning of the transaction?
- **ORDER ACCURACY:** How well did the product/service delivered matched your order specifications and quantity?
- **DELIVERY/TIMELINESS:** How satisfied is the appraiser about the timeliness of the product/service delivery?
- **QUALITY:** How satisfied is the appraiser about the quality of the product/service provided by your company?
- **DOCUMENTATION ACCURACY:** Does your company present its all and correct documents with its deliveries
- **PERSONNEL:** How satisfied is the appraiser about the attitude, courtesy, and professionalism of your company's staff?
- **CUSTOMER SUPPORT:** How satisfied is the appraiser about the customer support she/he received from your company?
- **RESPONSIVENESS:** How responsive is your company to information requests, issues, or problems that arose in the course of the transaction?

**2. DECLARATION OF INTEREST FORM**

**Any deliberate omission in this declaration or the supplying of false information will be regarded in a serious light and may lead to an investigation and disqualification of the tender process.**

<b>Tenderer Name:</b>		<b>Tender #:</b>	
<b>Description of Tender:</b>			

**RELATION TO MTC EMPLOYEES/ MANAGEMENT/ DIRECTORS**

I herewith declare that I have/am related – i.e. spouse (also fiancé or boyfriend/ girlfriend), parent, child, any other relation with the following MTC Employee(s)/ Member(s) of Management/ Board of Directors: \*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_

**CONFIRMATION OF FACTUAL INFORMATION**

I confirm by signing this declaration that, to the best of my knowledge, the statements made above are factual and accurate and that I have taken note of all the sections. \*

<b>Full Name:</b>	<b>Signature:</b>	<b>Date:</b>
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\* Please initial in each box where applicable.

## PART C – PROJECT SPECIFIC TERMS OF REFERENCE

### UHD FLY-AWAY KIT SPECIFICATIONS AND ITEMS

QTY	DESCRIPTION
1	BLACK MAGIC DESIGN ATEM 1 M/E 4K 10 CHANNEL SWITCHER
1	BLACK MAGIC DESIGN ATEM 1 M/E 4K BROADCAST PANEL - W/FLIGHT CASE
1	BLACK MAGIC DESIGN ATEM 2 M/E 4K 20 CHANNEL SWITCHER
1	BLACK MAGIC DESIGN ATEM 2 M/E 4K BROADCAST PANEL - W/FLIGHT CASE
3	BLACK MAGIC DESIGN SMARTVIEW 17" 4K LCD SCREEN
3	BLACK MAGIC DESIGN SMARTDUO 2 x 8" 4K LCD SCREEN
4	BLACK MAGIC DESIGN HYPERDECK MINI RECORDER/PLAYER
2	BLACK MAGIC DESIGN TERANEX 1u MINI SHELF
1	BLACK MAGIC DESIGN 20 x 20 SMARTVIDEO HUB - DIGITAL VIDEO ROUTER
1	BLACK MAGIC DESIGN AUDIO METER
1	A GRADE VISION CONTROL BROADCAST MONITOR
4	PHILIPS 24" LED SCREEN
1	INTEL NUC i5 + 500GB SSD / 16GB RAM (CAMERA & COLOUR CONTROL)
1	APPLE MAC MINI WITH 500GB SSD UPGRADE
1	SOFTRON "ONTHEAIR CG 3.0" LISCENSE (GRAPHICS MACHINE)
1	NEWTEK 3PLAY REPLAY SYSTEM
1	BLACK MAGIC DESIGN ULTRASTUDIO 4K + THUNDERBOLT CABLE
2	CUSTOM FOLD UP CASE (APPLE MAC MINI + INTEL NUC KIT)
2	BLACK MAGIC DESIGN TERANEX MINI + SMART PANEL - SDI TO ANALOGUE
2	BLACK MAGIC DESIGN TERANEX MINI + SMART PANEL - SDI TO OPTICAL
2	BLACK MAGIC DESIGN TERANEX MINI + SMART PANEL - SDI DISTRIBUTION
1	YAMAHA TF - 1 RACK 16 CHANNEL DIGITAL AUDIO DESK + DANTE CARD
1	YAMAHA TIO 1608 DANTE AUDIO FLOOR BOX - IN FLIGHT CASE
2	YAMAHA MSP - 3 POWERED REFERENCE SPEAKER - IN FLIGHT CASE
4	110m SOMER RUGEDISED MERCATOR CAT 5e CABLE ON DRUM

1	SAMSON HEADPHONE DISTRIBUTION AMP
1	ALTAIR WBS202 2 CHANEL WIRELESS BASE STATION W/ANTENNA BOOSTER KIT
10	ALTAIR WBP210 BELTPACK & AM100 HEADSET
4	ALTAIR WBPC210 4 WAY CHARGER
14	110m SOMER VECTOR PLUS DZ HD-SDI HEAVY DUTY CABLE ON DRUM
10	BLACK MAGIC DESIGN URSA MINI PL 4K CAMERA + B4 ADAPTER + SHOULDER KIT
10	BLACK MAGIC DESIGN URSA MINI 7" STUDIO VIEWFINDER KIT
10	BLACK MAGIC DESIGN URSA MINI 2.5" OLED VIEWFINDER
6	CANON KJ20X NO DOUBLER
4	CANON KJ 20X WITH 2.0 x DOUBLER
6	CANON LENS CONTROL SET - ZOOM SERVO & MANUAL FOCUS
10	CAMGEAR TRIPOD KIT + VCT 18 BASE PLATE + ADDITIONAL PAN BAR
10	SWIT SC - 3812S PORTABLE TWIN CHARGER
20	SWIT S - 8192S BATTERY (92Wh + 92Wh) IATA COMPLIANT – SEPERABLE
12	LEXAR CFAST 2.0 CARD 256GB (URSA MINI)
24	LEXAR SDXC 128GB 2000x CARD (HYPERDECK)
8	SENNHEISER GSP 350 CAMERA INTERCOM HEADSET
10	EXPLORER CAMERA CASE - FULL KIT + BATTERIES & CHARGER
10	TRIPOD TUBE
1	SWIT 3 x S2120DS 1FOOT x 1 FOOT LED LIGHT PANEL IN KIT BAG
3	SWIT S8110S BATTERY & S-3010 SINGLE CHARGER
4	12u FLIGHT CASE - HOUSING ALL EQUIPMENT - WIRED WITH REAR I/O CONNECTERS
1	AUDIO, VIDEO, NETWORKING, COOLING & POWER DISTRIBUTION
1	NETGEAR 24 PORT SWITCH & WIRELESS EXTENDER
1	ULTIMA 3000Va ONLINE SINE WAVE UPS + POWER DISTRBUTER - IN FLIGHT CASE
1	FLIGHT CASE PATCH W/CABLES - 10 x 1m, 10 x 5m, 10 x 10m - AUDIO, VIDEO & POWER
10	1M AUDIO PATCH CABLE
10	5M AUDIO PATCH CABLE
10	10M AUDIO PATCH CABLE

10	1M SDI PATCH CABLE
10	5M SDI PATCH CABLE
10	10M SDI PATCH CABLE
10	1M POWER CABLE
10	5M POWER CABLE
10	10M POWER CABLE
1	SYSTEM INTEGRATION, INSTALLATION INTO A MOBILE VAN IN NAMIBIA, LABOUR & COMISSIONING
1	TRAINING FOR CREW IN NAMIBIAN INCLUSIVE OF ALL COSTS
3	ANNUAL TECHNICAL MAINTENANCE SERVICING OF ALL EQUIPMENT IN NAMIBIA
1	AFTER SALES SERVICE SUPPORT
<b>OPTIONAL EXTRA ADDITIONAL ITEMS TO QUOTE:</b>	
1	FUJINON XA77X9.5 BOX LENS
1	HEAVY DUTY TRIPOD FOR BOX LENS
1	FUJINON BOX LENS CONTROLS
1	<p><b>3PLAY P1-MS</b></p> <p>Description Specs: Instant Replay and Slow-Motion system: 6-channel: 4-in and 2-out HD &amp; SD in/out, 1080p, 1080i, 720p, 480/576i, records 4 sources. High Quality Slow Motion &amp; Control surface with +200%/-200% T-Bar. Tags, FastClip and Bookmarks.</p> <p>Transitions including custom 3D. Multi-angle switching and overlay alternate angle. DSKs &amp; Network inputs, Watch folders, Social Media Publishing, Macro/MIDI and control from a TriCaster. Multi-tiered fail-safe. 19. Rack 2U - Multistandard PAL-NTSC.</p>
1	FLIGHT CASE WITH BREAK OUT PANEL

**Notes:**

This is a turnkey project, the tenderer must:

- Deliver to the complete kit for installation, based on DAP incoterms
- Complete the installation
- Provide support and maintenance as required

